

COMMANDER (DSCC-D)

MISSION:

Directs the execution of assigned mission and functions of the Center. Approves performance appraisals on directors and office chiefs.

DEPUTY COMMANDER (DSCC-DD)

MISSION:

Serves as Acting Commander in the absence of the Commander. Assists the Commander in executing assigned missions and functions, as directed. Is responsible for supervision and operation of mission activities, to include support of all tenant activities. Serves as chairman of committees/boards/councils that are designated by regulations for command-level chairmanship. Prepares performance ratings on directors.

INTERNAL AUDIT OFFICE (DSCC-DI)

MISSION:

Provides the Commander with an independent appraisal of operations and the effectiveness of internal control. This is done through a program of independent audits of program effectiveness and compliance with established policies, with the objective of increasing DSCC effectiveness and reducing overall cost to the war fighter.

FUNCTIONS:

1. Conducts independent audits of programs and operations to determine whether internal control systems are adequate; information is reliable; applicable laws, regulations, and policies are followed; resources are safeguarded and managed economically and efficiently; and desired results are achieved.
2. Performs, selectively, independent follow-up reviews of management actions taken on findings included in audit and inspection reports.
3. Responds to requests for review from DSCC Commander and HQ DLA.
4. Surveys potential problem areas; prepares audit programs; summarizes findings; prepares reports; and discusses results with management.
5. Provides limited consulting services for management using analysis, statistical sampling, and research techniques and provides input to various management initiatives including DSCC Focus issues.
6. Serves as the External Audit Liaison.

7. Serves as the lead for DLA Financial Audit Cross Functional Team. Coordinates the accurate transfer of information among DSCC managers and the DLA Financial Auditors.

EQUAL EMPLOYMENT OPPORTUNITY OFFICE (DSCC-DK)

MISSION:

Acts as principal advisor and assistant to the Commander on the development, execution, and evaluation of the activity EEO Program.

FUNCTIONS:

1. Provides advice and staff assistance to the Commander on Equal Employment Opportunity Program development, execution, and evaluation.
2. Maintains an active-role in the community-relations aspects of the Equal Employment Opportunity Program.
3. Coordinates the formulation of the DSCC Action Plan and its implementation and evaluation.
4. Maintains liaison with responsible local organizations and agencies concerned with the advancement of equal employment opportunity principles and concepts.
5. Serves as Chairman of the DSCC Employment Opportunity Committee.
6. Receives, arranges for investigation, and assures proper and timely processing of discrimination complaints.
7. Analyzes complaints, both formal and informal, and identify conditions and circumstances that go beyond the individual case and require further management action.
8. Follows up on results of discrimination complaints to assure corrective actions are effective and complainants are not disadvantaged by reason of having filed a complaint.
9. Conducts special analyses and situation investigations.
10. Monitors statistical processes to ensure compliance with existing higher authority guidance to ensure effectiveness in their application.
11. Provides interpreter services to DSCC and tenant activities.
12. Develops special projects, programs, and training initiatives to encourage DSCC awareness and support of the handicapped program.

A-76 CONTRACTING SUPPORT OFFICE (DSCR-DR)

MISSION:

Accomplishes responsibilities for procurement planning, coordination, research, source development, and management of programs for all items or projects assigned to the office for procurement. Primary requirements are large-scale procurements resulting from studies of DLA organizations conducted in accordance with OMB Circular No. A-76, Performance of Commercial Activities. Initiates new approaches to solve contracting problems. Acquisition objectives are stated in formal acquisition plans as required by the Federal Acquisition

Regulation (FAR) for competition to be accomplished in performance-based terms, allowing for maximum flexibility of the public and private sectors to offer re-engineered solutions.

FUNCTIONS:

1. Performs acquisition planning.
2. Assists in the development of performance work statements.
3. Evaluates acquisition package in order to identify and coordinate resolution of deficiencies.
4. Determines range of competition to be solicited, method of contracting, and appropriate contract clauses.
5. Implements the Small Business and Disadvantaged Business Utilization Programs.
6. Solicits proposals.
7. Conducts pre-solicitation/pre-proposal conferences to assure full understanding of the Government's requirements.
8. Assists in developing and evaluating formal source selection requirements and criteria.
9. Selects and convenes the Source Selection Evaluation Board, Performance Risk Assessment Group, and Cost Evaluation Board and performs other proposal evaluation activities in accordance with the Circular, Federal Acquisition Regulation, and other applicable acquisition regulations.
10. Makes negotiation/award recommendations to the Source Selection Advisory Council and Source Selection Authority.
11. Conducts negotiations on price, type of contract and other contractual provisions.
12. Obtains required contract approvals and clearances.
13. Provides contractually for progress, advance, and other financial arrangements to contractors.
14. Performs the cost comparison.
15. Awards contracts, as applicable, based on the results of the cost comparison.
16. Issues letters of obligation, as applicable, based on the results of the cost comparison.
17. Prepares and forwards notices to unsuccessful offerors.
18. Prepares notices for FedBizOpps.gov.
19. Prepares and forwards Letter Notice of Award.
20. Debriefs unsuccessful offerors.
21. Participates in all post-award conferences as necessary to assure performance.
22. Provides specialized procurement support services, including maintenance of bidders lists, receipt, storage, distribution, and synopsis of solicitation and contractual documents.

SMALL BUSINESS OFFICE (DSCC-DU)

MISSION:

Acts as the principal advisor and assistant to the Commander in directing and implementing the DLA Small Business Program including DOD Small Business and Small Disadvantaged Business Utilization Programs (SBSDBUP) and related economic development programs as

directed.

FUNCTIONS:

1. Develops outreach programs to identify small and disadvantaged business firms that have the potential for selling their goods and services to DOD/Federal buying activities. Encourages these firms to participate in expanding the DOD industrial base and assists them in developing a marketing capability to effectively compete for DOD contracting requirements.
2. Develops, coordinates, sponsors, and participates in federal, state, and local government and industry-sponsored conferences, trade fairs, and economic assistance events in support of outreach programs.
3. Assists and counsels small and disadvantaged business firms in acquiring information and in resolving problems encountered in bidding or performing on DOD contracts.
4. Reviews pending procurement actions for breakout and set-aside opportunities for increasing small business participation and competition for DOD requirements.
5. Establishes and maintains liaison with federal, state, local government activities, and the industrial community promote the use of all available resources to strengthen programs.
6. Provides technical assistance and training to activity personnel and to state, local government and non-government entities in support of their economic development activities.
7. Develops and distributes an annual command management plan to identify and promote initiatives to be taken to accomplish objectives of the DLA Small Business Program.
8. Develops and implements programs for support of sheltered workshops affiliated with National Industries for the Blind (NIB) and National Industries for the Severely Handicapped (NISH).
9. Establish program goals and evaluate activity performance in achieving goals for the award of prime contracts to firms in the program.
10. Reviews and participates in negotiations of DOD prime contractor-proposed subcontracting plans for award of subcontracts to small and disadvantaged business firms.

READINESS AND BUSINESS OPERATIONS DIRECTORATE (DSCC-DO)

MISSION:

Exercises administrative control over staff elements. Directs the staff elements to ensure coordinated action in the overall accomplishment of assigned missions. Ensures that instructions published are in accordance with policies and plans of the Commander and those policies and plans are duly executed. Reviews progress directed toward short and long-range objectives and ensures that significant matters are brought to the attention of the Commander. Prepares performance ratings for subordinate Directors and Office chiefs. Performs personal, social, and confidential matters for the DSCC Commander and Deputy Commander. From an Inventory Control Point (ICP) perspective, acts as the principal advisor in directing the accomplishment of ICP mission responsibilities to provide integrated materiel management and control of assigned items, integrated logistic support of personnel and weapon systems, equipment and their components owned, operated and maintained by and/or for Federal agencies and other authorized activities. Responsible for achieving overall strategic planning, including a market responsive organization, customer service strategies, defining market boundaries, increased profitability and ample resources to ensure product quality, customer satisfaction and meeting customer responses, in a timely manner. Responsible for decisions to ensure performance can be measured through efficient production, economic gain, program growth, technical development and direction of the overall mission of the Readiness & Business Operations, to ensure achievement of the DSCC Balanced Scorecard/ Business Plan critical success factors, goals and objectives. Serve as Command's focal point for all ICP readiness issues. Provide operational control and support to the director to accomplish responsibilities for materiel management and technical operations for assigned Weapon Systems.

FUNCTIONS:

1. Supports all of the Commander's activities.
2. Leads special projects and directs key staff activities.
3. Performs comprehensive oversight and control – optimizes the Commander's times to ensure focus on the highest priorities.
4. Coordinates and receives official visitors to the Command Section.
5. Assists the Deputy Commander as required.
6. Consolidates directorate responses to inquiries and reports, including GAO, DOD Inspector General Reports and management reviews.
7. Exercises delegated authority to monitor, synthesize, evaluate and direct the efforts of principal staff elements and four major ICP Application Groups.
8. Coordinates personnel actions and manpower improvement programs; develops performance standards, position descriptions and employee award and training programs.
9. Ensures implementation of DOD and DLA strategic business plans, policies, procedures and programs regarding the functions of the ICP Application Groups.
10. Performs systematic measurement of strengths and weaknesses through review and analysis of overall production control and cost data. Maintains statistics and prepares charts, briefings and management information in support of the business unit decisions leading to increased profitability and supportability.

11. Formulates marketing strategies that lead to delivering on promises involving product quality, customer satisfaction and responsiveness.
12. Determines material funding requirements among the ICP Application Group and coordinates the development of the ICP's material budget with the comptroller, provides justification for ample resourcing to ensure delivery of worldwide logistics support.
13. Provides technical guidance and program management in career development to satisfy specialized and on-the-job training needs of technical personnel.
14. Takes necessary measures to assure that the system of internal controls is conducted in accordance with standards established by the Federal Managers' Financial Integrity Act (FMFIA) of 1982 (31 U.S.C. 3512(b)).
15. Takes necessary corrective action to maintain the integrity of the internal control system and accumulates data to support the annual statements by maintaining a follow-up tracking system on audits, inspections and internal reviews of the ICP Readiness & Business Operations.
16. Ensures an internal tracking system is used to develop an annual report which evaluates and formally reports on the adequacy and effectiveness of internal accounting controls and procedures.
17. Oversees coordinated action in the execution of the Base Realignment and Closure (BRAC) decisions that impact the ICP and the installation.
18. Executive champion of the Executive Steering Group, Stock Fund Working Group and the Readiness Council. Overall sponsor for the entire DSCC council structure.
19. Hire best fit candidates to fill DSCC and DCST billets
20. Train and sustain a cadre of individuals that are ready to deploy with 48-hour notice
21. Ensure predictable, stable deployment schedules

BASE REALIGNMENT AND CLOSURE (BRAC) DIVISION (DSCC-DOB)

MISSION:

Serves as the principal advisor to the Commander in the implementation of the Base Realignment and Closure (BRAC) decisions established by Public Law. Ensures coordinated action in the execution of the BRAC decisions that impact the Inventory Control Point (ICP) and the installation.

FUNCTIONS:

1. Collaborates with Headquarters, field and DSCC personnel and the military services in the development of the concept of operations, implementation planning and execution of BRAC decisions.
2. Ensures implementation of the BRAC decisions are in concert with DLA's transformation strategy.
3. Executes the actions outlined in the concept of operations and implementation plans for each BRAC decision as it pertains to DSCC.
4. Identifies funding requirements and conducts negotiations with Headquarters and field personnel to ensure consistency across the agency while delivering identified savings.

EXECUTIVE PROGRAM DIVISION (DSCC-DOE)

MISSION:

Acts as principal advisor and assistant to the Commander, DSCC on Public Affairs and Protocol; Administrative Policies and Procedures for DSCC; Administrative Support to the DSCC Command Group; Administration of the Knowledge Management Program; Administration of the Lean Six Sigma program; and A-76 Program.

FUNCTIONS:

1. Handles DOD Hotlines and other sensitive correspondence for DSCC.
2. Serves as Command Group office representative for training, supply, ADP, and other required functions.
3. Prepares DSCC Personnel and Key Directory.
4. Provides Executive Assistant services to the Deputy Commander.
5. Reviews correspondence for correctness and completeness before routing to Command Group.
6. Assigns and controls suspense on Command interest correspondence.
7. Handles Command Group personnel actions.
8. Receives and routes Command Group mail.
9. Administers Personal Staff Budget.
10. Distributes system reports to Personal Staff.
11. Performs and implements special projects for the Commander, Deputy Commander, and Chief of Staff.
12. Administers Employee Assistance and Center-wide community-involvement programs.
13. Represents the Commander and DSCC's interests with groups such as the Federal Executive Association (FEA) and the Whitehall and Columbus Chambers of Commerce.
14. Administers the following programs at DSCC:
 - a. Combined Federal Campaign (CFC)
 - b. Operation Feed
 - c. Associate of the Month
 - d. Suggestions
 - e. DOD Hotline
 - f. Knowledge Management
 - g. A-76 Program
 - h. Lean Six Sigma
 - i. Employee Assistance
15. Monitors and maintains budget for Personal Staff and the Command Office.
16. Manages the DSCC Employee Assistance Program (EAP) Program.
17. Promotes effective employee-management communications through the Employee Assistance Program (EAP).

18. EAP provides for individual and group employee orientation.
19. EAP determines requirements and arranges for employee services which contribute to employee morale, job interest, attendance, health and productivity.
20. EAP provides comprehensive advice, assistance and counseling to employees, supervisors, and managers relative to drug and alcohol abuse and other personal problems.

PUBLIC AFFAIRS BRANCH (DSCC-DOEB)

MISSION:

Acts as principal advisor and assistant to the Commander in all public affairs matters and directs public affairs programs for the activity.

FUNCTIONS:

1. Advises the Commander and staff on all public affairs matters, to include protocol and historical matters.
2. Plans, directs and operates the activity's internal information program, including publishing the activity's employee newspaper, and operating local internal communication tools such as the electronic marquee system, the public address system, the message of the day and the screen savers. Creates and tracks historical events via an activities log and newspaper archive system.
3. Provides public affairs guidance and assistance to subordinate activities as appropriate. Clears speeches, articles, audiovisual productions and other informational material originated by the activity or its personnel, coordinating with the appropriate functional managers. Arranges clearance of material with DLA Headquarters when required. This includes WebPages and other operational security concerns.
4. Acts as the activity's central point of contact for all inquiries from the media, organizations, and the general public. Prepares coordinated responses to such inquiries.
5. Plans and executes a local community relations program to sustain community support of the activity. Establishes and maintains liaison with local community, civic and trade organizations. Plans and promotes undertakings conducive to the improvement of public understanding and support of the activity's programs and objectives. Plans and arranges civic/community groups visits, tours, and other special events sponsored or supported by the activity.
6. Prepares speeches for the Commander of the activity and key staff members.
7. Prepares, coordinates, and disseminates informational material about the activity. Provides informational material to trade and special-interest organizations, contractor firms, and to the activity's military customers.
8. Develops plans and procedures for VIP visits. Works with project officers to ensure overall success of visit; creates project outline; monitors the proceedings, prepares directed actions issued by the DSCC Commander and assures compliance with directed actions.

9. Manages the activity Foreign Visitors Program, including working with the host point of contact to ensure HQ approval; arrange and schedule visit and briefings by individuals representing foreign governments and international organizations.
10. Develops activity plans for participation in major conferences sponsored by HQ DLA, DSCC, Military Departments, defense agencies, or other Government agencies, when the DLA Director or DSCC Commander are involved.

MILITARY PERSONNEL BRANCH (DSCC-DOEM)

MISSION:

Acts as the principal advisor and assistant to the Commander on military personnel matters, including military personnel assignments and actions.

FUNCTIONS:

1. Monitors the military training program.
2. Functions as Reserve Program Coordinator for Individual Mobilization Designee Program.
3. Administers awards and decorations.
4. Provides military personnel services and support to DSCC and tenant assigned military personnel.
5. Responsibility for Active Duty Unit Reserve Training at DSCC.
6. Administers the DSCC Military and Key Civilian Orientation Program.
7. Administers the DSCC Military Sponsor Program.
8. Responsibility for the DLA Military Casualty Reporting Program.
9. Provides assistance to appointed Army Survivor Assistance Officers and monitors this program at DSCC.
10. Acts as DSCC Voting Officer.
11. Prepares DSCC Special Orders.
12. Administers the Evaluation Programs for all assigned Active Duty and Reserve Military personnel.
13. Serves as the focal point for the military Weight Control Program and the Physical Fitness Program.
14. Maintains database of all assigned military and produces recurring reports such as Monthly Social Roster, Monthly Personnel Listing and other reports as required by the Commander and staff.
15. Prepares Command correspondence sent to assigned military staff, i.e., Welcome Letters, Letters of Condolence, Promotion letters, etc.
16. Acts as liaison between service members and their parent service personnel and finance offices.
17. Serves as point of contact for Military Manpower Authorizations for all Active and Reserve billets.
18. Provides assistance to transient personnel in the Columbus area to include: extensions of leave, status verification for transportation requests, etc.

19. Provides resources to family members of Active, Reserve and Retired members in the Columbus area (pay, legal, personnel problems, etc.).
20. Maintains the Standard Installation Topic Exchange Service (SITES) file for DSCC.

INVENTORY AND ACCOUNTING DIVISION (DSCC-DOF)

MISSION: Supports all Supply Chains in their inventory and Accounting efforts.

FUNCTIONS:

1. Maintains financial accountability for all DSCC stored assets.
2. Adjusts inventory records, as required.
3. Monitors Inventory Records Management (IRM) process between the Center and depots.
4. Resolves questions/discrepancies and processes documentation relating to :
 - a. Contract shortages
 - b. Misdirected shipments between storage points
 - c. Misdirected shipments from contractors;
 - d. Non-receipt of contract material
 - e. Contract material damaged in shipment.
5. Processes requisitions and related transactions in support of DLA/DSCC Test Labs and DSCC Counterfeit Material/Unauthorized Product Substitute Office (CM/UPS).
6. Receives, researches, and assures posting of contract receipts at DLA storage sites in support of DSCC financial liaison personnel.
7. Provides assistance, processes requisitions for return to contractor material, and inputs closing actions for Quality Notifications forwarded from Product Specialists and Acquisition personnel.
8. Processes credit memos for credit granted to customers when:
 - a. Complaints are received for shortages
 - b. Wrong material received
 - c. Customer received damaged material.
9. Assures correction of “errored out” confirmation of shipment from a depot to a customer to assure billing of the shipment to the customer

HUMAN PERFORMANCE DIVISION (DSCC-DOT)

MISSION:

Ensures associates entering the DSCC workforce, any DSCC workforce programs, and the Corporate Intern Program receive the necessary skills and knowledge required to support attainment of DSCC’s strategic goals and objectives.

INTERN AND CAREER MANAGEMENT BRANCH (DSCC-DOTI)

MISSION:

Responsible for the training and implementation into the workforce for the associates in the Corporate Intern Program

FUNCTIONS:

1. Assist DSCC management in the assessment of current and anticipated training needs. Compile those needs into a corporate training plan. Provide advice/counsel to management and employees regarding skills acquisition, training, retraining, etc.
2. Administer and evaluate DSCC career development and DLA Corporate Intern programs. Develop, coordinate, and execute new initiatives to support these programs.
3. Develop and publish schedules of all courses for DSCC and DLA Corporate Interns.
4. Administer needs assessment, quota management, registration, travel and per diem funding, and travel orders for DLA Interns.
5. Establish specialized training program, for DSCC employees and publish criteria for the program.
6. Establish workshops and seminars for DSCC employees.
7. Develop and publish assessment criteria for Student Career Experience Programs (SCEP) training.

TRANSFORMATION, CHANGE & CULTURE MANAGEMENT BRANCH (DSCC-DOTT)

MISSION:

Responsible for planning and execution of DSCC strategic goals and objectives, as they relate to transformation initiatives and corporate culture; Culture Management, Change Management, Organization Alignment, Knowledge Transfer and Training, and Enterprise Business Systems Account Management. The Transformation, Change & Culture Management Office supports DSCC's management and workforce as they transition into the new business environment, which includes new technology, business processes, organization structure, and jobs and roles.

FUNCTIONS:

1. Provides suggestions to upper management of solutions that would help develop a more cohesive culture.
2. Plans and coordinates culture relating training as requested.
3. Attends briefings regarding culture.
4. Briefs Command on culture initiatives.
5. Coordinates and implements new employee orientation.
6. Manages DLA Climate Survey process.

7. Plans, organizes, and executes the DLA Climate Survey for all associates.
8. Publicizes Climate Survey period.
9. Analyzes Climate Survey results and provides feedback to employees, supervisors, and management.
10. Tracks DSCC Progress against stated goals.
11. Provides guidance and oversight for DSCC's Social Contract process.
12. Assures that Social Contract formats and policies are up-to-date and consistent with
13. DLA Enterprise- wide guidance.
14. Manages the DSCC Culture Academy for Leaders process.
15. Manages the DSCC Readiness and Business Academy processes.
17. Change Management (CM) functions help DLA Leadership maintain focus on the People component of all change efforts.
 - a. Coordinated, develop, and distribute communication products at the macro level via posters, news articles, websites updates and at the micro level with message specific briefs, charts, and meetings designed to support the Change Network.
 - b. Facilitate transformation efforts using a Change Network (Commanders, Deputy Commanders, Transformation Chiefs, Directors, Deputy Directors, Mid Level Managers, First Line Supervisors and Change Agents).
 - c. Conduct Change Readiness activities and functions; Develop feedback questions, conduct feedback events, and report findings to leadership.
18. Organizational Alignment (OA) includes developing and instituting an organization structure that establishes how the business will operate. It is the road map for implementing changes to the DLA organization required to support the BSM solution.
 - a. Explains the tasks that will be used to execute the implementation of the new organization structure and jobs in DLA.
 - b. Coordinating changes to the Organization Architecture which include job models for future DLA workforce roles and jobs, and how those jobs will be organized into teams and higher-level organization structures.
 - c. Coordinates the Organization Development plan, which includes job models, and other documents such as Position Descriptions, Mission and Functions Statements, and General Orders.
 - d. Monitors the implementation of changes to the Organization Structure, which specifies the types, quantities, roles and responsibilities, and interactions of organizational components needed to perform enterprise business processes.
 - e. Identify and provide information on transformation efforts to supervision and the workforce to facilitate their understanding of the new roles and expectations.
19. Knowledge Transfer and Training (KT&T) ensures associates entering the DSCC workforce, any DSCC workforce program, and the DLA Corporate Intern program receive the necessary training required to support attainment of DSCC strategic goals and objectives.
 - a. Schedules DSCC associates for BSM classes.
 - b. Schedule classrooms and associated material required to conduct training courses.
 - c. Analyzes course evaluations of conducted training, and recommends curriculum changes as appropriate.
 - d. Arranges for on the job coaching from Enterprise Performance Support resources.
 - e. Monitor completion of training requirements.
 - f. Coordinate and schedule instructors/trainers.

20. Enterprise Business Systems Account Management ensures associates entering the DSCC workforce, any DSCC workforce program, and the DLA Corporate Intern program receive the correct system access required to support assigned roles and DSCC strategic goals and objectives.

- a. Coordinate and assist end user with system access and/or profiles changes.
- b. Train end user on Account Management and Provisioning System (AMPS).
- c. Monitor AMPS requests and reports.
- d. Report to DSCC leader on system access problems and issues.